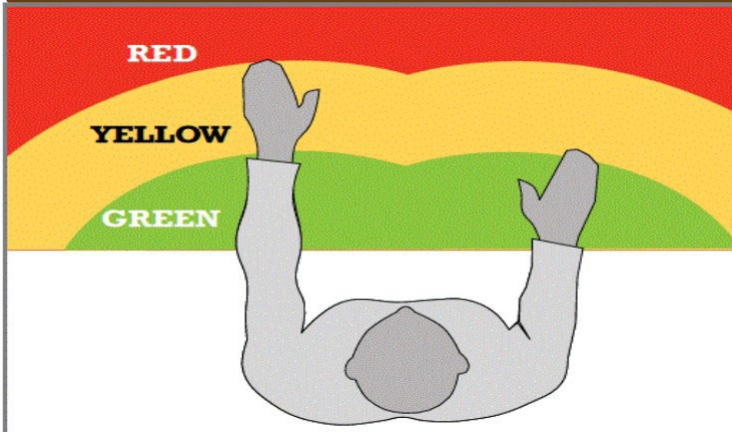# OFFICE ERGONOMICS WORKSTATION LAYOUT

Workstation Layout

Frequently used objects should be located up close in the "**GREEN**" zone.

Objects that are used less often can be placed in the "**YELLOW**" zone.

Seldom used object can be placed in the "**RED**" zone.

Move them the "**GREEN**" or "**YELLOW**" zone when you need to use them.

FILE IT
Keep related papers in folders, and only keep relevant folders on the desk.

MONITOR
It should be at eye-level and an arm's length away from your body.

PHONE
Keep it on your dominant side to avoid reaching across your body.

DON'T GET TOO PERSONAL
Keep no more than three personal items on a desk to avoid distractions.

LIMIT SUPPLIES
Only keep office supplies that you use every day.

WHITE SPACE
Maintain a clear paper-sized space at your dominant side to make reviewing, signing and organizing papers easier.

See it   Say it   Fix it

OFFICE ERGONOMICS WORKSTATION LAYOUT

Best Practices

- If you use your phone for extended periods of time during the day, consider using a headset or our speaker phone.

- Sit up straight! Your ears should be above your shoulders and your spine and neck lined up.

- Maintain a neutral arm position! Your forearms, wrists, and hands should be in line.

- Alternate jobs throughout your workday. This will reduce fatigue.

- Take periodic breaks to rest and re-energize.

Incorrect Posture

❌

- ⊗ Neck Pain
- ⊗ Shoulder Pain
- ⊗ Back Pain

- Elbows Below Hands
- Slouching Over Keyboard
- Monitor Too Low
- Feet Out of Place

Correct Desk Posture

✅

- ⊘ Reduced Neck Pain
- ⊘ Reduced Shoulder Pain
- ⊘ Reduced Back Pain

- Arms at 90 Degrees
- Monitor Straight Ahead
- Sitting Straight Up
- Feet Flat on the Floor

✅

- ⊘ Muscle Pain Eliminated
- ⊘ Improved Productivity
- ⊘ Improved Metabolism

- Arms at 90 Degrees
- Monitor Straight Ahead
- Standing Straight Up
- Feet Flat on the Floor

See it	Say it	Fix it
👁	📢	🛠

OFFICE ERGONOMICS

20-20-20 Rule

The 20-20-20 rule is a simple and effective way to reduce digital eye strain. It involves taking a break every 20 minutes to look at something at least 20 feet away for 20 seconds. This brief pause helps relax your eye muscles and can prevent common symptoms such as eye fatigue, blurred vision, and headaches.

How to Follow the 20-20-20 Rule

To help reduce digital eye strain, try this simple method:

- **Every 20 minutes**: Set a reminder to take a short break from your screen.
- **Look 20 feet away**: Shift your focus to something at least 20 feet in the distance.
- **For 20 seconds**: Keep your gaze on that distant object for at least 20 seconds to allow your eyes to relax and refocus.

Additional Tips to Reduce Eye Strain

- **Blink often**: Staring at screens can reduce your blink rate, leading to dry eyes. Make a conscious effort to blink regularly.
- **Minimize glare**: Adjust lighting, use anti-glare screen protectors, and avoid placing screens directly in front of windows.
- **Take longer breaks**: In addition to the 20-second breaks, try stepping away from your screen for a few minutes every hour.
- **Optimize your setup**: Position your screen about an arm's length away and slightly below eye level for better comfort.
- **Use artificial tears**: If your eyes feel dry, lubricating eye drops can help keep them moist and comfortable.

Take Every Look
20-20-20
Second Break   Minutes   Feet Away